



**RIVERDALE CITY COUNCIL AGENDA
CIVIC CENTER - 4600 S. WEBER RIVER DR.
TUESDAY – JANUARY 5, 2016**

5:30 p.m. – Work Session (City Council Conference Room)

No motions or decisions will be considered during this session, which is open to the public.

6:00 p.m. – Council Meeting (Council Chambers)

A. Welcome & Roll Call

B. Pledge of Allegiance

C. Moment of Silence

D. Open Communications

(This is an opportunity to address the City Council regarding your concerns or ideas. Please try to limit your comments to three minutes.)

E. Presentations and Reports

1. Mayor's Report
 - a. Welcome new council members
 - b. Council Committee Assignment Reports

2. National Park Service Report on Rohmer Park Trail Planning Document
(Information may be provided at meeting)

F. Consent Items

1. Review of meeting minutes from:
December 15, 2015 City Council Work Session
December 15, 2015 City Council Regular Session

2. Consideration of appointment of City Treasurer, Cody Cardon

3. Consideration of reappointment of City Recorder, Jackie Manning

G. Discretionary Items

H. Adjournment

In compliance with the Americans with Disabilities Act, persons in need of special accommodation should contact the City Offices (801) 394-5541 at least 48 hours in advance of the meeting.

Certificate of Posting

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the Riverdale City limits on this 31st day of December, 2015 at the Riverdale City Hall Noticing Board, as well as the Riverdale City Community Center & Senior Center, and on the City website at <http://www.riverdalecity.com/>. A copy was also provided to the Standard-examiner on December 31, 2015.

Jackie Manning
Riverdale City Recorder

**RIVERDALE CITY
CITY COUNCIL AGENDA
January 5, 2016**

AGENDA ITEM: E2

SUBJECT: National Park Service Report on Rohmer Park Trail Planning Document

PETITIONER: Rodger Worthen, City Administrator

ACTION REQUESTED BY PETITIONER: Information only

INFORMATION: [a. Executive Summary](#)

[b. Award Letter](#)

[BACK TO AGENDA](#)



City Council Executive Summary

For the Council meeting on:
January 5, 2016

Presenter:
Rodger Worthen, City Administrator &
National Park Service - NPS

Summary of Proposed Action

Presentation and report of the National Park Service, Rivers, Trails and Conservation Assistance (RTCA) planning document for the Rohmer Park Trail connection. The National Park service representatives will be in attendance to present the Rohmer Park Trail Connection planning document to Riverdale City. It (Rohmer Park Trail Connection) is currently identified/mentioned on pg.20 of the Riverdale City Bike and Pedestrian Transportation Plan adopted in April 2014. Staff would recommend the plan be an addendum to the Bike and Pedestrian plan as currently adopted.

Summary of Supporting Facts & Options

Riverdale City and Washington Terrace City along with Weber Pathways were awarded planning assistance from the Rivers, Trails, and Conservation Assistance (RTSC) program sponsored by the National Park Service in October of 2015. This planning effort was tasked with identifying possible trail routing solutions to connect Rohmer Park in Washington Terrace to the Weber River trail system located in Riverdale City.

The NPS staff has assisted both Cities in facilitation meetings for the project plan and has completed a concept plan for potential trail connections linking Rohmer Park to the Weber River trail system. The NPS and City staff have also documented possible funding sources and supporting grants for future design, future engineering and construction of such trail way connection. The plan coincides with previous work completed within the City's Bike and Pedestrian Transportation Plan.

The City staff acknowledges the partnership with National Park Service, Weber Pathways, and Washington Terrace City in the production of the trail planning document.

Due to complications in scheduling and preparing the document the National Park Service staff will present the plan to the Council on the evening of January 5th, hence the City staff has not included the document in the council packet. The document will be presented at the Council Meeting.

Legal Comments - City Attorney

Steve Brooks, Attorney

Fiscal Comments - Treasurer/Budget Officer

Cody Cardon, Business
Administrator

Administrative Comments - City Administrator

Rodger Worthen, City
Administrator



United States Department of the Interior
NATIONAL PARK SERVICE
INTERMOUNTAIN REGION
12795 West Alameda Parkway
Lakewood, CO 80228



October 5, 2015

Rodger Worthen
Riverdale City Administrator
4600 South Weber Drive
Riverdale, Utah 84075

Dear Rodger,

I am pleased to inform you that Riverdale and Washington Terrace Cities' application to the National Park Service, Rivers, Trails, and Conservation Assistance (RTCA) program has been approved. We are looking forward to working with Riverdale and Washington Terrace, along with other stakeholders, to facilitate discussions about: 1) Rohmer Park and neighbor trail connecting both cities, and 2) trail master planning that would link the two cities together.

During the 2016 federal fiscal year, which ends September 30, 2016, RTCA staff will assist with:

- Assisting both cities in facilitating stakeholder meetings for the project and solicit ideas.
- Completing a concept plan for trail connections linking the Rohmner Park to Riverdale bike park and the regional Weber Pathway.
- Identifying possible funding sources and supporting the cities in applying for grants.

We consider our working relationship to be a partnership, and expect the Cities and your project partners to commit significant time and resources to this initiative during our work together. We anticipate the Cities will:

- Provide professional staff and support needed to lead the planning project;
- Acknowledge assistance from the NPS RTCA program in press releases, promotional materials, maps, websites and publications, surveys, brochures, and final concept plans;
- Work together on at least one joint press release, and provide copies of print and media news as they are completed;
- Complete meeting minutes to document progress of public and project meetings;

- Schedule stakeholder meetings;
- Coordinate with local organizations, groups and governments, and follow up with the partners on the resulting draft actions;
- Work with the City Councils to adopt the concept plan; and
- Complete a Project Close-Out Report at the conclusion of the NPS assistance (attached).

Congratulations on your project award. My staff and I look forward to a successful year of collaboration with you and your partners. From the RTCA Intermountain Region we are pleased to assign Marcy DeMillion, as the project leader, and Ashley Scarff as the planning assistant. Marcy can be reached at 801-741-1012, ext. 125.

Sincerely,

A handwritten signature in black ink that reads "Alan Ragins". The signature is written in a cursive, flowing style.

Alan Ragins, Program Leader
Rivers, Trails, and Conservation Assistance Division
Intermountain Region
National Park Service

**RIVERDALE CITY
CITY COUNCIL AGENDA
January 5, 2016**

AGENDA ITEM: F1

SUBJECT: Consideration of meeting minutes from:
December 15, 2015 City Council Work Session
December 15, 2015 City Council Regular Session

PETITIONER: City Recorder

ACTION REQUESTED BY PETITIONER: Consideration to Approve Minutes.

INFORMATION: See attached minutes as follows:

[December 15, 2015 City Council Work Session](#)

[December 15, 2015 City Council Regular Session](#)

[BACK TO AGENDA](#)

Minutes of the **Work Session** of the **Riverdale City Council** held Tuesday, December 15, 2015, at 5:30 PM, at the Civic Center in the Administrative Offices, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

Present:

City Council:	Norm Searle, Mayor
	Michael Staten, Councilor
	Don Hunt, Councilor
	Braden Mitchell, Councilor
	Brent Ellis, Councilor
	Gary E. Griffiths, Councilor

Excused:

Lynn Fortie, Business Administrator

City Employees:

Rodger Worthen, City Administrator
Steve Brooks, City Attorney
Mike Eggett, Community Development Director
Jared Sholly, Fire Chief
Shawn Douglas, Public Works Director
Jackie Manning, City Recorder

Mayor Searle welcomed the Council Members stating for the record that all were in attendance.

Open Communications:

Mayor Searle asked if anyone was aware of any open communications. Councilor Griffiths stated he had some neighbors who would be in contact with the City regarding snow removal. Mayor Searle stated he has been contacted regarding snow removal and has forwarded the information to City Staff.

Presentations and Reports:

Mr. Worthen stated, in regards to the employee recognition, the police department will not be in attendance due to their Christmas party. They will be honored in January. Mr. Worthen reminded the Council Lynn Fortie, Business Administrator, will be retiring at the end of the year. His replacement will begin December 21, 2015. They offered Cody Cardon the position. Mr. Cardon has a history working in municipal audits, as well as various school districts, with a Masters Degree in accounting.

Councilor Mitchell inquired about IT responsibilities. Mr. Worthen informed the Council that Mr. Cardon will coordinate IT needs with an outside contractor, and Mr. Cardon has also expressed interest in acquiring certifications for IT. Mr. Fortie will be available for the first few months of the year to assist in transitions. There was a brief discussion regarding the amount of qualified applicants.

Mayor Searle stated Weber County will be reporting services available to the City and the residents. Materials will be handed out at the meeting.

Mayor Searle disclosed Lori Fleming contacted him with the interest of providing a real estate report, as has been done in other cities. The report discusses number of homes for sale, bank owned homes, and development. They will discuss whether or not to make this a monthly report, or an annual report.

Consent Items:

Mayor Searle invited any corrections or comments for the work session and regular meeting minutes for the City Council Meeting held on November 17, 2015. There were no corrections requested.

Mayor Searle invited any corrections or comments to the proposed 2016 City Council schedule. There were no comments regarding the proposed schedule.

Action Items:

Mayor Searle invited discussion regarding the first action item, consideration of ordinance 873 approval of creating subdivision, Pinecrest, approximately 5445 S 600 W. Mr. Eggett stated the petitioner, David Combe, has interest in subdividing the main parcel. It's an Agriculture Zone. It's subject to ordinance 10-21-12, small subdivisions. No public hearing is required to subdivide this parcel. The Planning Commission recommended approval for the small subdivision, contingent upon resolving outstanding issues as listed in the packet.

Mr. Eggett offered renderings of building elevations and discussed the outstanding issues. Mr. Eggett reported the City Engineer feels the outstanding issues can be resolved. Mr. Eggett stated the Council would have the option to approve the small subdivision with the contingency the issues be resolved, table until they are resolved, or deny.

There was a discussion regarding the outstanding issues. Mr. Eggett informed the Council the Combe's would not be able to record the plat without the City Engineers signature, which would NOT occur without having the outstanding issues being addressed. Mr. Douglas felt they could resolve the outstanding items in a timely manner.

69 Mayor Searle invited discussion regarding the second action item, consideration of ordinance 874 amending Title 8,
70 Chapter 1, Section 7, to better clarify, define and implement sections of the city code concerning the use, operation and
71 responsibilities of private fire hydrants. Chief Sholly discussed risk analysis regarding the City maintaining privately owned
72 fire hydrants. He discussed his research in other cities regarding the liability of testing and maintaining private hydrants.
73 Chief Sholly stated there are over 200 fire hydrants privately owned. The new policy would enforce business owners to
74 maintain their own fire hydrants. The fee schedule would encourage businesses to keep up on the maintenance in a
75 timely manner. There are currently approximately 3 fire hydrants in need of repair that would be immediately impacted by
76 this ordinance. Chief Sholly would provide the business owner's information to contractors who would be certified to
77 maintain the fire hydrants to eliminate City liability.
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80 Chief Sholly also discussed the proper marking of out-of-order fire hydrants and proper marking for fire related
81 connections. Every year the business owner would be required to provide proof that the hydrant had been tested and
82 properly maintained.
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84 Discretionary Items:

85 Mayor Searle asked if there were any discretionary items. Mr. Worthen stated City Staff has been doing research in
86 the continuing traffic concerns that residents have brought before the Council. There have been flashing speed limit signs
87 installed. Data has been collected as well as City Staff observing the areas of concern.
88

89 Mr. Douglas has been observing crosswalks and bus stops. Mr. Douglas has also been in contact with the Weber
90 County School District who indicated they have multiple buses for each school in each direction to eliminate the need for a
91 student to cross the street to ride the bus to school.
92

93 The City is still researching the matter both by observing, and collecting speed data. There was a general consensus
94 that a traffic study may be needed prior to any major improvements to the roads/crosswalks.
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96 Councilor Griffiths wanted to research the possibility of outsourcing the snow removal in the upcoming year. He would
97 like this considered and discussed during the strategic planning meeting in February. He discussed the option of possibly
98 performing a performance audit for Public Works department. Councilor Ellis felt the Public Works Department did a great
99 job with their snow plowing. Councilor Griffiths provided suggestions for plowing the streets. Mayor Searle suggested
100 Councilor Griffith bring his snow book and have a formal discussion with City Staff to have his concerns addressed
101 regarding snow removal. Mayor Searle stated outsourcing snow removal could be expensive.
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103 Adjournment:

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105 Having no further business to discuss the Council adjourned at 6:05 PM to convene into their Regular City Council
106 Meeting.
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Minutes of the Regular Meeting of the Riverdale City Council held Tuesday, December 15, 2015, at 6:06 PM, at the Civic Center, 4600 S Weber River Dr., Riverdale City, Weber County, Utah.

- Present:**
- City Council:
- Norm Searle, Mayor
 - Don Hunt, Councilor
 - Braden Mitchell, Councilor
 - Brent Ellis, Councilor
 - Gary E. Griffiths, Councilor
 - Michael Staten, Councilor
- City Employees:
- Rodger Worthen, City Administrator
 - Steve Brooks, City Attorney
 - Mike Eggett, Community Development Director
 - Shawn Douglas, Public Works Director
 - Jared Sholly, Fire Chief
 - Jackie Manning, City Recorder
 - Various City Staff was present to receive anniversary recognition
- Excused:
- Lynn Fortie, Business Administrator
 - Dave Hansen, Police Chief
- Visitors:
- | | | |
|-------------------|------------------------|----------------|
| Charles Kerkvliet | Dave Leahy | Lori Fleming |
| Randy Koger | Matt Hennessy & Family | David Combe |
| Burke Sears | Craig A Woolston | Isaac Staten |
| Anthony Fazzio | Dallin Buck | Malach Mahoney |
| Tyler Peterson | Bret Felty | Terry Johnson |
| Paul Flase | Cody Deeter | |

A. Welcome and Roll Call

Mayor Searle called the meeting to order and welcomed all in attendance, including all Council Members and all members of the public.

B. Pledge of Allegiance

Mayor Searle invited Councilor Staten to lead the Pledge of Allegiance.

C. Moment of Silence

Mayor Searle called for a moment of silence and asked everyone to remember our police officers, fire fighters, U.S. Military service members, and members of the City Council as they make decisions this evening.

D. Open Communications

Mayor Searle invited any member of the public with questions or concerns to address the Council and asked that they keep their comments to approximately three minutes. There were no public comments made.

E. Presentations and Reports

1. Mayors Report.

The Mayor recognized Don Hunt and Mike Staten in their honorable service to the City both as Councilmembers and previous Planning Commissioners. The Mayor expressed respect for Don Hunt in his good judgement and the best interest he has displayed for Riverdale City. Mayor Searle discussed Mike Staten's assistance with all of the bike programs implemented throughout the city. He expressed appreciation for Councilor Staten sharing his knowledge and expertise as an engineer.

Mayor Searle and Mr. Worthen presented awards to the outgoing councilmembers, Councilor Hunt and Councilor Staten. Mayor Searle thanked Mr. Dave Leahy for taking pictures this evening. Mayor Searle stated Councilor Mitchell will begin a new term in January 2016 and congratulated him on the election.

Mayor Searle recognized the scouts in attendance and invited the senior scout to introduce himself and the rest of his troop. They are in attendance to get citizenship for a merit badge.

2. City Administrative Reports

Mr. Worthen recognized Lynn Fortie and acknowledged his service to the City. Mr. Fortie will be retiring at the end of this year. Mr. Worthen summarized the department reports and staff anniversaries as seen in the packet and invited questions. Mr. Worthen expressed appreciation to all the employees and their dedication and hard work to the City. Awards are presented to the City Staff every 5 years for their service to the City.

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70 **3. Presentation regarding services available to Riverdale City From Weber County.**

71 Louis Cooper, Director of Environmental Help with Weber County, introduced his staff and briefly described their
72 positions with Weber County.

73 Brian Benion, Health Officer and Executive Director for Weber-Morgan Health Department, stated his goal is to meet
74 with each City and provide clarity on services available. He briefly discussed the local public health system and provided
75 perspective for health achievements that have resulted in a higher life expectancy. He provided statistics comparing
76 Riverdale City to the rest of Weber County. Information will be available regarding Mr. Benion's presentation upon
77 request.

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79 Lori Butters, Public Relations Director for Weber-Morgan Health Department, discussed ways to improve clean air
80 and water. She provided flyers to the City to distribute to residents. She discussed the three main ways to assist in
81 keeping the air clean: Drive less, reduce idling and maintain your vehicle. She encouraged everyone to participate in the
82 upcoming competition in Weber County regarding cleaner air. The competition will begin in July of 2016. Information will
83 be sent to the City.

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85 **4. Report on potential creation of a Real Estate Transaction Report.**

86 Lori Fleming presented a real estate report for Riverdale City. She is a member of Northern Wasatch Realtors. This
87 report has been presented in other communities and she felt it would be beneficial to Riverdale City. She discussed how
88 the housing market directly impacts the City and overall development. She commented on the lack of developments in
89 Riverdale.

90
91 She provided statistics regarding homes actively listed in Riverdale for 2015 compared to 2014. She discussed bank
92 owned homes, short sales, and foreclosures. She discussed various averages of homes for sale in Riverdale in
93 conjunction with the amount of time they are on the market. She provided recommendations to provide loan programs to
94 incentivize first time buyers to Riverdale. She felt home owners take more pride in their homes versus renters. Specific
95 information regarding this report is available upon request.

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97 There was a brief discussion regarding the growing trend in people seeking larger apartments with recreation
98 amenities.

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100 **F. Consent Items**

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102 **1. Review of Meeting Minutes from November 17, 2015.**

103 Mayor Searle asked for any changes to the regular and work session meeting minutes for the City Council Meeting
104 held on November 17, 2015. There were no corrections requested.

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106 **2. Consideration of Meeting Schedule for 2016.**

107 Mayor Searle invited discussion regarding the meeting schedule for 2016 City Council. It was noted that strategic
108 planning meetings and joint planning meetings will be noticed according to state law.

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110 **MOTION:** Councilor Staten moved to approve consent items as amended. Councilor Hunt seconded
111 the motion. There was no discussion regarding this motion and all voted in favor.

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113 **G. Action Items**

114 **1. Consideration of Ordinance 873 Approval of creating subdivision, Pinecrest, approximately located 5445 S**
115 **600 W.**

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117 Mr. Eggett summarized an executive summary which explained:

118 David Combe has applied for a Small Subdivision review and approval of the proposed Pinecrest two-lot subdivision
119 located at approximately 5433 South and 5445 South 600 West in an Agricultural A-1 zone. Small subdivision
120 applications are governed by City Code 10-21-12 "Small Subdivisions; Special Provisions" when certain criteria have been
121 met as part of the application. A public hearing is not required to consider this proposal. Following the presentation and
122 discussion of the proposal, the City Council may consider a motion for approval of the proposed Pinecrest Subdivision,
123 approval with additional comments and/or conditions, or not to consider approval of the proposed Pinecrest Subdivision
124 with supporting findings of fact relative to this decision.

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126 Councilor Hunt asked about the outstanding items. Mr. Combe stated he was not concerned with the outstanding
127 items, as he has been meeting with Riverdale City Engineer and Reeves and Associates to resolve the issues. He is
128 confident they will be resolved shortly.

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130 **MOTION:** Councilor Hunt moved to approve Ordinance 873 approval of creating a small
131 subdivision, Pinecrest, approximately located 5445 S 600 W, contingent upon
132 resolving outstanding items. Councilor Ellis seconded the motion.
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Mayor Searle invited discussion regarding the motion. There was not a discussion.

ROLL CALL VOTE: Councilor Hunt, Griffiths, Ellis, Mitchell and Staten all voted in favor. The motion passed unanimously.

2. Consideration of Ordinance 874 amending Title 8, Chapter 1, Section 7, to better clarify, define and implement sections of the city code concerning the use operation and responsibilities of private fire hydrants.

Fire Chief Sholly summarized and executive summary which explained:

Currently our city code lacks clarification on who is responsible for the operation and maintenance of private fire hydrants located within the city. Some private owners have incorrectly assumed that the city maintains and checks these. In order to better clarify the obligations and responsibilities of these private owners, I have proposed this amendment to the city code.

Testing, inspection, maintenance, and repair of private fire hydrants shall be the responsibility of the property owner. Private fire hydrants shall be maintained in an operable condition at all times. Testing, inspection, and maintenance of private fire hydrants shall be conducted on an annual basis and after each use. The annual maintenance shall include steps as outlined in National Fire Protection Association (NFPA) Standard 291 Recommended Practice for Fire-flow Testing and Marking of Hydrants. Property owners, their agents and tenants with private hydrants shall immediately contact the Riverdale Fire Department at: 801-394-7481 in the event a private hydrant is damaged, malfunctions, or is otherwise "out of order." The term "Immediately" means not more than 24 hours after a problem is noticed or should have been noticed in the exercise of reasonable care. Hydrants that are inoperable must be clearly marked or identified as "out-of-service." Repairs or other necessary efforts must be made to render the hydrant fully operational within ten (10) working days. All repair work shall be preapproved by the Riverdale City Public Works Department and inspected and approved by Riverdale City Public Works Department after repairs have been made. Additions, repairs, alterations and servicing shall comply with the approved standards set forth in NFPA 25. If the property owner fails to comply within the ten (10) working days a fine of not more than One Hundred Dollars (\$100.00) will be levied against the property owner each day the hydrant remains out of service.

Every five (5) years, a fire-flow test of the fire service main piping shall be conducted as outlined in National Fire Protection Association (NFPA) Standard 291 Recommended Practice for Fire-flow Testing and Marking of Hydrants. Fire-flow tests shall be conducted by a person trained in the procedures specified in NFPA 291 and the conducting of the test shall be coordinated with Riverdale City Public Works Department.

Written documentation of each of the above mentioned annual testing, inspection, and maintenance and the five (5) year fire-flow tests shall be provided to the Fire Department upon the completion.

Records:

Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three (3) years and shall be submitted to the Fire Prevention Division of the Fire Department in a manner and format as prescribed by the fire code official within five (5) working days after the inspections, tests, and maintenance are completed.

Out of service:

The barrel and bonnet of all fire hydrants, post indicator valves (PIV's), post indicator valve assemblies (PIVA's) installed for future use, or existing hydrants that are placed out of service shall be clearly marked as "OUT OF SERVICE".

Costs to the city for the proposed code charges are minimal and would likely create a small amount of additional paperwork for my department but it does provide clarification to the private owner as to their responsibility and obligation to operate and maintain a functional fire hydrant that would be available in the event of a fire.

Chief Sholly confirmed there are over 200 privately owned fire hydrants that will need to be maintained by the respective business/property owner. Councilor Mitchell inquired about the amount of days each business/property owner will have to come into compliance. Chief Sholly confirmed 10 days. The majority of the 200 plus hydrants have already been tested and are in good service, which is why Chief Sholly felt now was a good time to make the transition into the new policy. Mr. Douglas, Public Works Director, confirmed there were only 4 fire hydrants currently out of order that would be directly impacted by the new fee schedule and ordinance.

There was a brief discussion regarding the potential liability of the City if the ordinance remains as is. There was a general consensus to move forward with the ordinance. It was noted this new proposal will properly mark out-of-order hydrants for first responders from surrounding cities as well.

MOTION: Councilor Ellis moved to approve Ordinance 874 amending Title 8, Chapter 1, Section 7, to better clarify, define and implement sections of the city code concerning the use operation and responsibilities of private fire hydrants.

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Councilor Griffiths seconded the motion.

Mayor Searle invited discussion regarding the motion. There was not a discussion.

ROLL CALL VOTE: Councilor Staten, Hunt, Griffiths, Ellis and Mitchell all voted in favor. The motion passed unanimously.

H. Discretionary Items

Mayor Searle asked if there were any discretionary items. Councilor Ellis thanked Councilor Hunt and Staten for their great service and efforts to Riverdale City, while serving as a member of the City Council. Mayor Searle invited Councilor Staten and Councilor Hunt to share their thoughts.

Councilor Staten expressed his happiness at being involved in active transportation. He discussed the various projects he helped develop as well as being able to work with City Staff to establish the best approach to maintain and establish an active transportation system.

Councilor Hunt discussed the privilege of serving with this City Council for 2 terms. He expressed what a wonderful experience it has been for him and felt everyone should take the opportunity to be more involved in their community. He felt serving on the Council allowed him the opportunity to be more aware of what is going on in Riverdale City. He stands behind the items he has voted on and discussed the difficult decisions the City Council is sometimes faced with. He stated he did what he felt was best for Riverdale City and the residents, and hoped his voting record would reflect that.

Mayor Searle expressed appreciation for both Councilor Hunt and Councilor Staten. They will be missed.

I. Adjournment.

MOTION: Having no further business to discuss, Councilor Mitchell made a motion to adjourn. The motion was seconded by Councilor Ellis; all voted in favor. The meeting was adjourned at 7:23 PM.

Norm Searle, Mayor

Jackie Manning, City Recorder

Date Approved: **January 5, 2016**